

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Journeyman Electrician

REPORTS TO: Directly: Maintenance Manager
Indirectly: Supervisor of Facilities

Purpose:

The Journeyman Electrician provides support to the Manager of Maintenance and Facilities Foreman through electrical code interpretation, facility electrical upgrades, project planning and budget management.

Required Education, Knowledge, Qualifications and Experience:

- Minimum of Grade 12 diploma or equivalent from a recognized educational institution
- Valid Interprovincial Journeyman Certificate in the electrical trade.
- Minimum of 3 years experience in commercial electrical installations & maintenance of control systems.
- Knowledge of the Saskatchewan & Canadian Electrical Code
- Knowledge of installing, repairing and operating building electrical and emergency power generation systems.
- Knowledge of operating, troubleshooting and maintaining electrical systems of various applications including HVAC systems
- Knowledge of safety procedures for the installation, repair and maintenance of electrical systems
- Level I & II Occupational Health & Safety Regulations
- Strong Knowledge of the Workplace Hazardous Materials Information System
- Valid Driver's License
- Knowledge of Fire & Building Codes
- Knowledge of computers and applicable software similar to those utilized by the school division

Required Skills and Abilities:

- Ability to work with minimal supervision and within deadlines.
- Clear understanding and ability to provide situational leadership
- Skill in reading and evaluating electrical blueprints, panel layout sheets and other schematics
- Ability to work with multiple Voltages including 24 up to 600 with single & three phase systems
- Ability to pull electrical permits as required
- Skill in using analytical and research skills to define and solve problems
- Ability to prioritize multiple demands and effectively manage time.
- Ability to do Heavy Load Work which includes:
 - exerting up to 80 lbs. of force occasionally (lifting and/or carrying)
 - exerting up to 50 lbs. of force frequently
 - exerting up to 20 lbs. of force constantly to move objects
- Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing.
- Ability to interpret construction blue prints.
- Knowledge of computer software including MS Office and related programs.
- Superior interpersonal and communication skills, both verbal and written.
- Present a positive and professional approach.

Supervision of Staff:

Provide indirect supervision to Maintenance Helpers, contractors and caretakers as required

Duties and Responsibilities:

Without restricting the generality of the general description above, the Journeyman Electrician shall perform such duties and responsibilities as may be assigned included but not restricted to the following:

- Install or replace all electrical fixtures, ballasts, wiring, breakers and components as required.
- Required to work with AC and DC systems
- Install or replace all electrical systems as it relates to control systems, motors, boilers, furnaces and HVAC systems as required
- Develop, implement and maintain a preventative maintenance program for the facilities where it relates to the electrical trade.
- Assist with the overall coordination of capital projects and renovations to existing facilities.
- Maintain awareness of technical developments and advancement in electrical practices, equipment, supplies and materials.
- Maintain awareness of codes and regulations; converse with inspectors for regulatory agencies within the area of accountability.
- Advise the facility operating staff the safe efficient operation of school building systems that relates to the electrical trade.
- Supervise contractors who may be engaged to perform maintenance work for the Division.
- Assist in emergencies which may involve emergency call-outs to affect repairs and to re-secure the buildings.
- Promote safe work practices in accordance with Occupational Health & Safety, Board Policy and directives by supervisors.
- Conduct failure analysis on building and equipment where applicable.
- Recommend in the area of energy management and potential cost saving measures.
- Develop and maintain a positive working rapport with the Principals, staff and the public.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Prepare reports as required by the Maintenance Manager (Budget, cost estimates, planning).
- Be knowledgeable and supportive of applicable Operational Policies and Procedures.
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Perform other duties as may be required or assigned by the Maintenance Manager.

Judgment, Independence and Client/Peer Contact:**Confidentiality:**

At no time should a Journeyman Electrician discuss, in public, information pertaining to a student or staff. The employee is expected to respect the confidential nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the administration of the schools or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The Journeyman Electrician is expected to work independently and as a team member of the Facilities Department, all schools and the division office as required.

Client/Peer Contact

This position works collegially with school staff, school-based administration and other school-division staff. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

Salary Grid: Journeyman Electrician

The salary grid for the Journeyman Electrician is tied to the following grid:

Non-Unionized Administrative Guidelines

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	May 2011
Reviewed:	